

### Republic of the Philippines

### Department of Education

DIGOS CITY DIVISION

### Office of the Schools Division Superintendent

### **DIVISION MEMORANDUM**

OSDS-2025-W

To

Assistant Schools Division Superintendent

Division Chiefs and Unit Heads Education Program Supervisors Public Schools District Supervisors

Public Elementary and Secondary School Heads Division Teaching and Non-Teaching Personnel

All Others Concerned

Subject:

RE-ANNOUNCEMENT AND ANNOUNCEMENT OF VACANT

POSITIONS FOR NON-TEACHING POSITIONS

Date

October 24, 2025

This Office re-announces and announces the acceptance of applications for various non-teaching positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY		QUALIFIC	ATION STAN	DARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENC E	ELIGIBILITY
ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Secon d Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADOF4-750095-2014

SG: 15

Monthly Salary: ₱40,208.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

 To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and,



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

• Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.

VACANCY		QUALIFIC	ATION STAN	DARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
LEGAL ASSISTANT	BS Legal Management , AB Paralegal Studies, Law, Political Science or	None Required	None Required	Career Service (Professional) Second Level Eligibility
	other allied courses			

Plantilla Item No.: OSEC-DECSB-LEA1-750010-2025

**SG**: 10

Monthly Salary: ₱ 25,586.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

• To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Schools Division Office and to provide clerical support to the Attorney III for the effective and efficient operation of the Legal Unit.

VACANCY		QUALIFIC	ATION STAN	DARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/Fir st Level Eligibility



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Plantilla Item No.: OSEC-DECSB-ADAS3-750327-2018

SG: 9

Monthly Salary: ₱ 23,226.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY:

 This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIVISION OFFICE - RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- h. Photocopy of latest appointment;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one
   (1) year complete performance in the current/latest position prior to the deadline of submission;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C or you may download the file on this link: (https://bit.ly/omnibus2025\_DO7), notarized by the authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and



**Address**: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002) **Telephone Nos**.: (082) 553-8375; (082) 553-8396

- Submit the soft copy of your list of trainings using this format <u>https://bit.ly/TrainingsFormat</u> and send to this email "hr.digoscity@deped.gov.ph"
- m. Screenshot of the submitted online application from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic microsoft form upon submission of application documents. Please see Facebook page post to access the application link.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007**, **series of 2023** (see attached **Enclosure No. 5 to D.O. No. 007**, **s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants to the **Division Office – Records Section** is on **November 03, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
October 24, 2025-	Submission of	Applicants	Face-to-
November 03, 2025	application documents	Records Section	Face
November 04, 2025	Forwarding the transmittal of all application documents to HRMO for preassessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to- Face

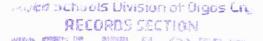


November 05, 2025- November 19, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to- Face
November 20, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
November 20, 2025- November 24, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
November 25, 2025- November 26, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

MELANIE/P. #\$TACIO, PhD, CESO VI Schools Division Superintendent



OSDS/ADMIN/HR/bpp



### CHECKLIST OF REQUIREMENTS

		Application Code: _		
	on Applied For:			
	of the Position Applied For:			
	ct Number:			
	on:			
	n with Disability: Yes ( ) No ( ) Solo			
	t. Yes () No ()			
		Status of	Verificat	
	Basic Documentary Requirement	Status of Submission (To be filled out by the opplicant. Check if submitted)	(To be filled-out by to Office/sub-con Status of Submission	
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office		(Check if complied)	
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
C.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
į,	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment:	1		
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
1.	Submit the soft copy of your list of trainings using this form. https://bit.ly/TrainingsFormat and send to this ema "hr.digoscity@deped.gov.ph"			
m.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Jol Application Form	b		
test	ed:			
	Human Resource Management Officer			
	OMNIBUS SWORN STATEME	NT		
TA ereb	FICATION OF AUTHENTICITY AND VERACITY  y certify that all information above are true and correct, and of my personal knowl  l and/or certified true copies thereof.  PRIVACY CONSENT  by grant the Department of Education the right to collect and process my person  ment, selection, and placement of personnel of the Department and for purpose  lented by the Civil Service Commission.	al information as state	ed above, for purp	oses relevant
		· ·	Name and Signatur	re of Applican
SCT	lbed and sworn to before me thisday of, year	and the same of th		
	1.7			
		Person Admi	inistering Oath	

### brobarure No. 5 to Doyald Order No. 007, s. 2023)

## CRITERIA AND POINT SYSTEM FOR HERING AND FRONOTION TO NOS-TRACKING POSITIONS

The assessment for Non-Teaching positions shall be based on the following riteria;

- Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved QS;
   Prelating hours relevant to the position to be filled, exceeding the minimum.

- Printaleg Yaziar relevant to the position to be filled, exceeding the minimum qualification regularements as defined in the CSS-appeared QS, acquired after the least personation has written the task fee [5] expected.
   Laudification requirement as defined to the filled, exceeding the minimum qualification requirement as defined to the filled, exceeding the minimum of th

2. The point system for evaluative subsensions is detailed in Tobbe 1. Points assaged to sech clinical and says on one salary range to another, principle speculing to specific retirem due are nown relevant to the position to be illust, As and some relevant to the position to be illust, As and Superiorized (30) position than the other criteria. Statistics, Lott positions (95) and Superiorized (30) position than the other criteria. Statistics, Lott positions (95) and Superiorized (30) position, and Competition (13) position, and Competition (13) position, and Competition (13) position, and

# Table 1. Point System for Evaluative Assessment: Non-Yeaching Positions

	#	15	9	. *	14	190	100	
Education	Training	Esperience	Performance	Account state sets	Application of Education	Application of LAD	Potestial (Wristee Test, BEI), Work Sample Test)	Total
GS.	5	20	10	5			55	100
ĠA.	QN.	28	26	10	10	10	20	100
5	01	15	20	10	10	10	20	100
10	ы	15	20	10	10	10	20	100
	S 5	5 5 5	5 5 5 5 10	20 20 20 Early 10 20 20 20 Early 10 20 20 Early 10 20 20 Early 10 20 20 Early 10 Early 10 20 Early 10	nn S S 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	S 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	se	on         3         5           cer         3         5           cer         20         20           ster         10         20           information         5         10           no of CAzemation         10         10           (Written **Text.)         10         10           A Sample Text.)         8.5         20

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## Table 3. Rubrics for Computation of Points for Education, Training, and Experience

Weight Allacation			General Services Positions General Spaces General S		Transprigt 10 points Experiment: 15 points				2	Education: 10 points	Distribute 5 politics Litegarderson: 15 politics														
Education	Brown Qd	Consumers Consumers	4 laurements	3 increments	2 increases in	1 kommunat	from Qr	10 or more	0.0	printed ye.	incressores.	eptimens south	C-1	Brosspanis	thurseases to or eases	fine designation of the last	spinements 4.9	STANSON STANSON	incomments	from Qu	TO WE SHELD	S interments	8 Jaconsons	increasers to	4.0
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N.	7	w		ia.	No.	2	7	(A	-		¥	*	-	Political	10				10	Polate	er.			M2	-
Experience	fram QII	Appropriate on the	6.0 kozenanita	6.7	S-b	2-3	bresstraputa bress QII	Our men	Name and Address of	distantiant to	ALCOHOL:	the second	10-1 E-E	fram Qe	sychellegachi alone Av D1	hacressants	6-7	learness to	2.5	buss q6	professional professional	Spitamentoly 8-8	4.0	incomments incomments	2
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Vizzant postion: Administrative Auditalant II (Disbursing Officer II) – 80 8 Level and Sülany Songe: 80 1-9 (Non-Clement Services)

Qualification Standards per CSC-approved QS Bibloodish: Completion of 2 jourse in adapt Trathing: 4 feater of referent experience Experience: 1 jours of referent experience

October 03, 2022

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Réfuesibles, Traislaig, and Expertence (RTS). The pollut like ITE, corresponding to the applicant's qualifications exceeding the Qi shall is companied using the increments Table Table 2a, 2b, 3 of each the Rithrites fits Computations of You'ne for TIT (Table 9). Only those qualifications that are referent to the position to life filled shall be given points.

### Table 2.a. Ingrements Table - Education

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Based on the minimum QS of the position to be filled, the HRMYSB shall determine the baseline level for computing the points for ETE using the increments Table as shown in Table 2.a, 2.b, and 2.c.

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Complete of Special Confidence of States of Special Confidence of	repubrament per ORD-appressed Afficustion Showdords for 8 (Stadecreing Officer 6)
Lord J Stand in Talls And Lord J Stand To Stan S II Lord J Stand To York S II	Corresponding Lovel hased on increments their

or determining the baseline level, the HFMMYSS shall compute for the tremcase of the applicant's actual qualification based on the valuntities cumonitary requirements. Increased shall refer to the difference between applicant's actual gallification level and the corresponding level of the nituum (basedine) QS requirement of the position to be filled.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) QS requirements of the position shall be given curresponding points in the computation of increments.

	Supers Opposit Addit Absolutions	Definited, depart to Destruct Administration
6 instruments	The instrument photocologic for Applicated to Principation qualifyshiftens described configured by additionally data elements (10 hour E. Basel (1) flow the Applicate's qualifyshires stock (June 11), sp. 80 principal addition.  Actual Security 1886 of Testic - COT Securit is intervenented.	Using Note is a the consuperating hant of Applicant 4's Education qualification Let contra conveni, for a theoret's degree to Problet Administration to a classed 1.1.

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The strain plants of the control of	distributed in the distributed and a particular business.
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	Application of the control of the co

After computing the number of increments from the minimum baseline! Q8 requirement, the corresponding posts euroid by the applicant for ETE shall be determined using Table 3 Robbies for Computation of Fains for Education, Training, and Experiences.

Uning the applicable moleta for the XT 1-9 (Ren-Lennerd Bertices) as about in Toble 3 and based on the reaction of increments earned by Applicant A, the companiotion of points for ETE to an follows:

-	-	State Langue	Addressantes Di Ayeli - carmal for O Shane's Aspes O Nato Administrative
Age and in case	Bayen G	Description of the last	Antonia de la constitución de la
-	Appelance	10000000	AME TANAT SILV
-	-	diameter.	Manuful Amental Large and Large and Large and Large and Large and Large and Applicate A Large and Large and Large and
Table to DEE Make	I	-	Transport Territory ( Transport  Franchise
-	-	Famousto	A threatment of parties of parties of parties of parties of community of the parties of community of the parties of the partie
Man of September 1		15/2000	

- d. Meeting the minimum (baseline) QS requirements for Ribboation, Training and Experience shall be given zero (0) points.
- The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Superience qualifications:
- Liducation main and/or degrees in maintiple or different majors may be given corresponding points on a commissive basic provided, that the units and/or degrees earned are relevant to the position applica-for, provided further, that the subjects completed are not duplicated.
- ii. Constatent with the provisions of the CSC ORAOHSA, units and/or degrees of Doctor of Medicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

- 1. Considered with Legal Education Based (LER) Restation 3x. 40x, a 20.10, Stabiler of Lens (LLR) or Limit Decore (LO) units and/or days eatered from law schools recognized or supervised by the LER or the preference regulatory proceeds soult be considered as an extension disciplines for regulatory procedured, soult be considered as enclosing disciplines for purposes of giving points, except for positionant that impose practice of procession covered by the rules agreeming the Bur, subject to further clarificatory galdedness as may be seated by the LIRS.
- Relewant toutiful hours earned from digital/virtual/online learning user to considered, subject to the conditions prescribed in CSC Memoraticium (Accounter MC), Bo., 3. a. (2021 [General Galdelines on Digital/Online learning to the Public Sector).
- Beliemant etrajeticos paired frem percitera vasis of at heart four (s). beim per dej may be considered, provided, that the appropriate Ceptilla sir of haspitorinente in administra with details on the actual consiste of the haspitorinente in administra with details on the actual consiste of the water experience positiolistics of shall be in presented to the or years of revenue experience positiolistics of shall be in presented to the conjunioristic identities or years of experience based on the CSC-cropisfier defit (in) should per day procision;
- Relevent Experience galacté from abreud or outside the Philippioses new to consultant provided that the applicant exhants a Contificación of Englycologis. Those documentary requirements written in languages other team English or Pripho shall be accompanied by a complete English translation. cable provisions under Rule VIII Part 1 to IV of the CSC ORACHRA apply in the appreciation of relevant Education, Training, and fector qualifications and giving of points to ETE expdendate.
- Performance, Performance refers to the assessment of low tools, clutter, such collaboration and extended to the temporal pollutar as evidenced by transacting the extended of the temporal extended to the research of reformance retaing deceasing of other means of verification. The performance retaing tool in the current or previous job or position that its reformance to position to the position to the position to the sound to the collection proposes of giving jobatis alse performance.
- Newtitions with experience requirement, applicants to positions that require opportune roses submit lactus performance taking/s covering our [1] year performance in the current and previous job or position that is revenue to the position to the found to the position to be filled, Computation of points for performance aball the as follows:

Publisher/reases = 82.78/100 * 10 = 8.875	N = 1272 (0003)	Viennet Rusilon: Administration and all - 600 3 Februard Devision)
Patricipe, annual = 83.75/100 * 26 = 16.68	164 = 20	Viscott Javillers, Albandesborther Assistant II (Mathematical Coffiew III - 180 0 (Citier groups of positions) ficially Gredos)

For horior graduates covered by Presidential Decree (PD) 907 tided, Geometric Cited Service Edigithdity to Codlege Henor Graduates, the following rubric shall apply.

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powers mersed
Peter Salamentario

Applicatis with work experience, who are applying to carry fored positions or positions with an experience reporterior applicament based on QB, must settlent latest performance saling/s correling one [1] year performance in latest performance in latest performance in latest precisions jet or position. The computation supristed in liters (at about apply)

5. Ostrhanding, Incomplishments. Ozzanding Accomplishments refer to ancircleus contrictions of in updicate, actual as done, investment, or discoverint or wide very claim to grant an interest on the recipitate by an azimoded body. True must have a done; into the complishments must be refer to generate reads in the vertical or incomplishments must be refer to generate reads in the vertical or incomplishments must appearable, increased production, improved working standards, and/or sensing to generate appearable.

Table 5 below enumerates the components of Outstanding Accomplishments c corresponding maximum points for each component.

### Table 5. Components of Outstanding Accomplishments

|--|

The potins allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points among the earned for each component are consultative to determine the road points for Obstanding Accomplishments, but not to exceed the weight allocation for Outstanding Accomplishments as stipulated in table i (white Spireau for Spiralumire Assessment for Num-Tracking Nowldows).

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Means of verification; Letter of Citation or Commendation from previous employer

 $\alpha.I.$  Olization or Omnosendation. This shall apply only to applicants for General Services positions. Awards und Recognition. This may refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

Three (3) or more before of Charleon

Three (3) or more before of charleon

Two (2) before of charleon

One (1) before of charleon

One (1) before of charleon

a.2. Acodémic or Inter-School Asserds. This shall apply only to applicants with no or bas than one (1) year work experience (e.g., fresh graduates). The following MDVs and robards shall be used in determining points for Asserds and Recognition.

A. Academic or inter-section award; or
 Ten Outstanding Students of the Philippines (TOSF) Award; or
 C. Certification or any document that the applicant belongs to the Top 10 to the Board or Civil Service Eligibility Ecamination.

Number of Awards	Points, deadershiftene Billed Arred
At least three (3) academic or inter-acheol awards or TUSP Award or Top 10 in Board/CS Eligibility Examination	4 points
At least two (2) seadernic or inter-school awards	3 points
At least one [1] scudenik or intor-school	2 points

a.2. Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

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Pointsprepresson = x/5 \* WAgregarmines

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Administrating defect 21 - 30 d
(Other groups of positions, Statuty Grades)

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e external applicants whose preferences is measured using other married or edisories latting options of the sale that are not adopted what of greates soft basic that are not adopted while the control of the PRMS; the PRMSPBB shall develop a size that the transmisse for priferences relating to the corresponding points on purable to the coalities further and the prices.

retrad applicant/s to visually positions with experience equivement shall not performance ethnically a from current or previous work that is previous previous work that is not experience nating/s for any top positions to see filled. Here, althousation of preformance nating/s for any top up to a sen except for Performance celerkin. No, proxy measure shall associated in the absence of the applicable performance rating.

Vacurit possition: Administrative Assistance II (Mobarshing GMBess 19—80 K (Oher groups of positional failing Gredicy)

Table 4. Milipaint Value of the SPRE Rating

Bridge fands

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A: Indermad applicants
The performance mining required to internal applicants shall be the reliage
The performance mining required for internation dependence of the reliable of the reliable

wwwer, as autodatory requirement, the applicant shall also he required submit a performance rating of a law for Statisticory (VB) in the date of unpersuited for a second very statistic or specially, stocyal for formation from first, is exceed level entry positions where the required formation rating is at test the blockouty (S).

An official or employee who is no official knew of otherwise, the reasons and an intermity level, both or for foreign includently, training spars, or other as material control of the consistent for premotion, in auch cases, a performance rating in the last rating period prior to the lower of allocates that he required:

The performance rating prior to the reviaualification of the position that the consideration as performances rating in the reclassified position that the open consideration as performances rating in the reclassified position the purposes of presention, it appreciates

For ceremal applicants whose performance is measured thing a fee of placetian performance mixing such, the subposite while of the BHMS rating (Table 4) explication to the adjection rating shall be used as the applicants performance rating st. The Certificate of Rating must be supplicated with the Poffermance Revisation for the supported with the Poffermance Revisation for th

beird Beann/CS SSythility rathry/ GWA instantanted to perventuge wode Hielphi Allevation for Performance winte for Centend Servacus; 20 points for Other Groups of Positional Salary Oradies!

Politikarijomanoj u x/100 \* WAjrestermanoj

Any issuance, memorianthm or for the Search; and
 Certificate of Recognition/Merit.

Sakanak kera indashak sesata sepalasi (mar a karapa) seraja persa nak pirmi by repulable sema (biron bodin, seta a GC, hadroskor districa kosamo feresigneran andrarisy (REDA), Development Academy of the Philippicas (DA), Dagid, etc., shall be fore mantuma poma in Outstraining Accomplainments for the (2) points for Commi Services positions and 10 points for other groups of position), January piecks.

Only those outstanding accomplishments acquired or earned after the last remotion shall be considered eligible to be given points.

The details of each component of Outstanding Accompliahments, including the 40Vs required and rubrics for giving points, are as follows:

Lypticasta frese schoels	Division/Previncial/City Level Beards 2 point	Rugional Level Bearch or Higher 4 points		Personal Office Shareth 7 paid	National Level Search or Higher 4 poi	Applicants from regional affice	Central Office Search 2 points		nd office		Organizational Level Search or Fligher 4 points		Seath or included the proposition of parts of
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resultation search received from the states award giving body and/or real company that are combined in selection or progression summers, only in highest eleval serent abuilt be considered (e.g. 1845° withing cond-in the sisten, regional, materials berefit, Similarly, only the highest secured shall be our position in cases where when summers abuilt be are been approximated to the contract of the contract of the con-trors award giving booties, applicants actions insuligial search from terost award giving booties.

applicant to a General Services position who has presented Letter/a of thosy/commerciation used/or Cutstanding Employee Award, shall be to pictus based on other Category a. I (Citation or Commerciation) or agory a.3 (Outstanding Employee Award), whichever in higher.

### Research and Insonation

- A. Proposed sub-papered by the Intend Office or the designated Benearth Constitute per CO 196, in 6, 2017 of Computationary Records of the Account of Conference of Confer

shed latente happer/, litemberkship in instituent Timbo or Committees, in Junia gappi to application sits have been contained to me to extend the control and respectation to the total more being sits and respectation to domain an outcome of the committee and control and extended to the development unfoldor walfaction of finamenca, models, tested, not development model, or walfaction of finamenca, no control tested to the development unfoldor walfaction of finamenca, no control tested to the position of the second tested to the position being the second tested to the position being likely and finament properties are manufactually in the first of Cammittees most; however, the relevant to the position being likely and notifier to its deep feature.

A. Issuance or Menorandum showing the membership in NTWO or Committee;
 Committee;
 Committee;
 Committee;
 Committee of Participation or Attendance; and C. Output/Adoption by the organisation/DepEd.

MOVy Ballmatteed Protests, and ALL MOVe 3 polests
Only A & B 2 polests

Research Speaker-ship / Learning Incilination. This shall copy to application with interest required and infrinced to share their knowledge and expertise on spoulfe subject materije. This may methele upplication who expect as a bloomer's Speaker, Resource Person, History, and/or Learning Padillator. In antichety, training programs, conference, convertion, randpress, between beautiful programs, conference, convertion, randpress, between beautiful programs.

Means of verification (All listed MOVs shall be subswitted):

A. Insuance/Memorandulm/Invitation/Training Matrix;
 B. Certificate of Recognition/Ment/Commendation/Appreciation;
 Stide deck/s used and/or Session guide/s.

Matiental Level Si Certinal Office Le	Local Office Level Sys	On and ordered Level Science
erni Spenkeunkóp cz Higher Skr. Levej Spenkurskiej	dornthip effice	avet Scankership or Richer
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Points<sub>kepthesion</sub> of Sameture = x/100 \* Williamsu

Apphiestion of Learning and Development (LAB), Application of LAD is a nances of the learning gland from the human resource development (HRD) raisons don/attracted by the applicant which must have led to significant re results in their current or previous work.

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toket	3 ; cointa	UR	Mot Relevant	Suffre of EAST

Vaciest position: Aubeliedsbutike Austatient II (Disburring Officer II) – 80 8 (Other groups of positional Statery Grades) Chiaming = 82.75/100 \* 10 = 8.275

mitum shall be given to an application of LhD or intervention made by that is relevant and applicable to the position to be filled. The definition between as stipulated in item ougl of this Order shall apply.

- Certificate of Training or Certification on any applicable (AD universities acquired that is aligned with the Indebtours Development Plan (IIIP): for criterial applicates, a certification Development Plan (IIIP): for criterial applicates, a certification from HR satility that the Add Intercretion is aligned with the core tasks of the applicant in their current or pervious position.
- n Plan/Re-entry Action Plan (REAP)/Job Embedded ang (JREA)/ trapact Project applying the learnings from the intervention done/attended, duly approved by the Head of

- Lab Discircussion done/attended, day approved by the Head of Office, Accompliabnem Report (egicture with a Gercussi Crafficient has the fabilities remove was used, independ by the office at the total level; the fabilities of the control of the control of the total level; the fabilities of the fabilities of the fabilities of the local field of the fabilities of the fabilities of the fabilities of the total fabilities of the fabilities of the fabilities of the lab limit of the fabilities of the fabilities of the fabilities of the office at the local/higher level.

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Petential. Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in sature. It may be measured through any or all of the following:

Component	Tytestical
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Events Interview (BEI) 5 pc	ertite
easures are not applicable to applican may design other evaluative assessm	ent strategies that
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Viscont predition:
Administraction Assistant II (Diaburating Officer II) -- 80 8
(Other groups of publishmy/Salary Orsalna)

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Ballilla or Wark Banagha "mat rifers to the test that may be administrated to revaluate the application of solids relevant to the requirement of the position to the filled. The test and evaluation relative must be designed by position to the filled. The test and evaluation relative must be designed by solyhet matter experts as required by the HBM/SSI depending on the type of skulls test required by the position to be filled.

x = Scans/rohing in the S/WST is percentage enale
WA = Weight Allocation for S/WST
[10 joints for Other Groups of Positions/Salary Grades) Politican = x/100 \* WAgawan

NEAP Appression Learning Factificator. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Lorsi Politikana ummy frattum Acqualitot hational Assessor 2 points Acqualited hational Trainer 1.5 points Acqualited hagional Trainer 1.5 points

	Kabada	Outstanding decomplishments
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Patrots based on Ruderio	2 potrás	4 potesta	? point	) point
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which the opplicant, is desirable alleged pricine to the contract of clinics, traying with the opplicant, is counting on their clauding of advention of hearhourly is male subjected to specific elements or conditions in their previous analytic screens analytic color of the principle for this pain behaviourly predicts instantion and their properties are suppressed and the principle found pain behaviour predicts instantion and their previous desirable of the properties of the two policies in that are limbard to the required competencies have been exhibited by the opplicant. The STAR approach desers focus on a termal fluoristical to which the opplication extend the Testady has the applicant and exist the Testady has the applicant previous fluoristic previous actions. The ISB may be used to assess the fluoristic grown of the Desirable of the Control operation of the fluoristic grown of the Control operation of th

- Applicate. The BEZ shall be used to assess the explicitant's posteriol or their expective upon shall be used to assess the quisite out the position to be filled and these higher positions than are more reclarical in assess.

  I. Characteristics or ordinal, it shall be used to gauge other relevant approach to the state of the property of the control of the state of the

The points slicested for BH component is points) shall be the maximum colling points much in my let extend by an applicate The points assumed in a let the shall determine by the applicate the points assumed in the letter than the points are committed to the termine the appropriate areas relevant to the position is ILBM BHS shall determine the appropriate areas relevant to the position in BHS and assign points to each area not exceeding the maximum or cell points for BH.

Assistant with no separatement emphrement. Applicate to positions that the first require previous resists experience must statist the CMW. In the highest considerable grade ment extend as continued, by Transactipt, of Recognition of the CMW and preventage scale. Computation of points for Application of Education shall be as followed: Residents with experience regularement, Application of education is the contribution suche by the applicant to their enrightone as a result of their insertings from their extraction degrees or units earned, such as but not limited to applied concepts, processes, and slidits that one referent to the position to be filled; If the intervention made by the applicant does not nect the criteria to be Released, then said intervention shall be considered and be given corresponding points using the rubrics for Rel Relevant. instance transversions is described as the intervention that is directly blokable to the functional unit bare the position applied for is longituded for the common function of the position applied for the common in the function is described to be applied if it can be used in the creation of the functional unit based on the office matches in the cellification of the functional unit based on the office orders for the creation of the functional part of the creation of the functional part of the function her: premium shell be given to an application of education or revention made by the applicant that is relevant and applicable to the titlon to be filled. A. Action Plan approved by the Head of Office
 B. Accomplishment Report writtled by the Head of Office
 C. Certification of the utilisation/adoption signed by the Head of Office own wurspine as a result of their learning form shore carried, such as term of their learning form shore or caused and a set on third to applied concepts, processes, trainers to the position to per filed; brained and the general set on exceeding applied the learnings gained from seat higher deprets search. The appliedicts of exclusion much there and the position of the processes of the seath appliedicts of the seath appliedicts of the seath appliedicts of the seathers are the seath appliedicts of the seathers are the seathers a Mort Referenset
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